

# J O B O P P O R T U N I T Y

## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Veterans First*



### Department of Veterans Affairs Only

**Classification:** **Associate Property Agent**

**Salary: \$4,111 – 4,997**

**Permanent – Full Time**

**Location:** Department of Veterans Affairs  
Redding District Office  
930 Executive Way, Suite 125  
Redding, CA 96002

**Who Should**

**Apply:**

**INTRADEPARTMENTAL TRANSFERS ONLY –**

**Training and Development Assignments may be considered.**

**Duties and**

**Responsibilities:**

Assist the District Manager in conducting marketing seminars and in-house training. Develop marketing plans, strategies and support material for use in the advertisement of the Farm and Home Loan Programs. Represent the Farm and Home Division in the field covering six counties in Northern California. Make cold calls to mortgage brokers, real estate professionals and veteran's service offices presenting all Cal-Vet loan programs in our Marketing and Sales Plan.

Perform all stages of construction loan analysis in the determination of loan accounts. Review appraisals, building plans and construction costs. Preparation of the building agreement, construction contracts and request for payment draws forms. Perform construction site inspections and process draw requests.

Determine loan eligibility, analysis of applicants credit and financial capabilities, title examination review, in-depth appraisal review, loan underwriting, quality control and preparation of file to include Mitas input and documentation necessary for purchase and transfer of title. Counsel veterans in their loan requests, loan repayment and credit issues. Constant contact and communication with the veteran, real estate agents and brokers involved in each file.

**How to Apply:**

Candidates should submit a State Application (STD. 678), résumé to:  
CA Department of Veterans Affairs  
1227 "O" street  
Sacramento, CA 95814

**Attention: Margaret Williams, Associate Personnel Analyst**

**Reference: M-80 # 53 - 04/05**

**Inquiries:**

Department of Veterans Affairs  
Voice: (916) 653-2535 or 653-1932  
TDD (916) 653-1966

**Final Filing Date: October 28, 2004**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC

SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. RELEASED: 10.19.04